

BUILDING MODIFICATIONS REQUEST FOR EXEMPTION FROM FULL PLAN REVIEW

FIRE MARSHAL USE ONLY: DATE RECEIVED
REVIEWER / BADGE: P0:

PLEASE SEE INSTRUCTIONS AND REQUIREMENTS ON REVERSE SIDE OR ATTACHED PAGE

PROVIDE INFORMATION ON
THE NAME OF THIS
SPECIFIC PROJECT,
TENANT, LEASE SPACE,
SCOPE OF WORK, ETC.

1. Project Information

PART 1. REQUIRED FOR ALL SUBMITTALS PLEASE PRINT BLACK OR BLUE INK ONLY

Project Name: _____ Suite or Space No: _____
Street Address: _____ State: LA Zip: _____
City: _____
Parish: _____ Within city limits? ☐ Yes ☐ No

PROVIDE INFORMATION ON
THE OVERALL STRUCTURE
OR BUILDING THAT THIS
PROJECT IS WITHIN, IF
DIFFERENT THAN ABOVE.

2. Structure Information (Overall Building)

Building Name: _____
Street Address: _____ State: LA Zip: _____
City: _____

PROVIDE INFORMATION ON
THE OWNER FOR THE
OVERALL STRUCTURE OR
BUILDING FOR THIS
PROJECT.

3. Owner Information

PART 3. REQUIRED FOR ALL SUBMITTALS

LAST NAME	FIRST NAME	INITIAL
Owner:		E-mail
Name of Firm:		
Mailing Address:		
City:		State: Zip:
Work Telephone:	Cell:	Fax:

PROVIDE INFORMATION ON
THE TENANT FOR THIS
SPECIFIC PROJECT, IF
DIFFERENT THAN OWNER.

4. Tenant Information

LAST NAME	FIRST NAME	INITIAL
Tenant:		E-mail
Name of Firm:		
Mailing Address:		
City:		State: Zip:
Work Telephone:	Cell:	Fax:

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Determination Reply

☐ Accepted
☐ Denied
Date ____ __ 20__

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- ☐ Compliance with ADA-AG required.
☐ This processed form shall accompany required exemption form for associated scope(s) of work:
☐ Fire Alarm System ☐ Sprinkler System ☐ Kitchen Hood/Suppression ☐ Other Suppression
☐ This exemption acceptance shall not relieve the applicant from compliance with the LSUCC and from
permitting or inspection at the discretion of the local building official. Comply with IBC Section 3403.3.

THIS REVIEW
ACKNOWLEDGES THE
FOLLOWING
ATTACHMENT(S) FROM THE
APPLICANT:

SCOPE OF WORK /
REMARKS:

APPLICANT: TELEPHONE
THE FOLLOWING DISTRICT
TO SCHEDULE FINAL
INSPECTION

- | | | | | | |
|--------------------------------------|--------------|--------------|--------------------------------------|--------------|--------------|
| <input type="checkbox"/> Baton Rouge | 225-925-3650 | 800-256-5452 | <input type="checkbox"/> Lafayette | 337-886-1273 | 800-554-0006 |
| <input type="checkbox"/> New Orleans | 504-219-4600 | 888-634-7689 | <input type="checkbox"/> Shreveport | 318-676-7145 | 888-634-7682 |
| | | | <input type="checkbox"/> Health Care | 225-925-4720 | 800-256-5452 |

Instructions and Requirements

In accordance with LA R.S. 40:1574 A and B, and LAC 55:V:301, plans and specifications for any and all buildings proposed for new construction, building addition, renovation or remodeling, other than one and two-family dwellings, shall be submitted to the Office of State Fire Marshal, prior to construction. For all governmental subdivisions issuing building permits, a review letter or form from this office shall be provided prior to issuance of a building permit.

This form may be used by applicant for small scopes of building modification work that may be exempt from full plan review (SFM Office to determine validity). A State Fire Marshal District Inspection Office or the State Fire Marshal Plan Review Office in Baton Rouge can review your submittal to determine if scope of work is minimal and can be processed locally, or if the work exceeds an exemption scope and must be submitted to the SFM Plan Review Office in Baton Rouge, for full review. The intent for the availability of the applicant to work directly with a SFM District Office is to accelerate processing time to allow speedier construction permitting.

1. As a minimum, the applicant shall provide a description that is adequate to explain the proposal. Drawings must be clear to differentiate between existing conditions and proposed changes. Drawings should be executed to scale and rooms shall be dimensioned. The area of floor plan represented must be sufficient to demonstrate that compliance with code shall be maintained (travel distances to and sizes of building exits, stairs, seating arrangement, etc.)
2. The completed application and requirements in Item 1 (above) shall be submitted to the appropriate SFM District Office or Baton Rouge Plan Review. For projects in Ascension, Assumption, EBR, E Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, Tangipahoa, Washington, WBR, and W Feliciana parishes, submittal shall be made directly to Baton Rouge Plan Review. A \$20 review fee is required. For projects hand carried to Baton Rouge Plan Review, include \$20 check with submittal. For submittals sent by fax or e-mail to Baton Rouge or submittals made to any District Office, do not provide review fee initially – you will be billed subsequent to your review (as a courtesy to help expedite your review). Applicants that are delinquent with remitting review fee will not be allowed further exemption privilege until their outstanding balance is reconciled. For information on the appropriate district office for submittal, please contact the district office closest to your project. Telephone numbers are provided on the front side of this form.
3. A response indicating acceptance of the submitted scope of work indicates that the work appears to satisfactorily comply with the adopted laws, codes, rules and regulations of The State Fire Marshal subject to the following requirements:
 - A. This review applies to work indicated as described on the front page of this form and/or per applicant's attachment(s). Existing portions of the facility or building unaffected by the new work shall comply with LAC 55:V:103. This reviewed scope of work does not include structural modifications, changes in occupancy, modifications to exits, stairs, seating arrangement, fire protection systems, or other details of construction covered by this part.
 - B. This review shall in no way permit and/or authorize any omissions or deviations from the specific requirements of the adopted codes, rules and regulations in accordance with R.S. 40:1574.1(B).
 - C. This review is valid for 180 days from the date of this letter. Construction permits must be issued and/or construction must commence within this time period.
 - D. Changes to construction in the field which are not consistent with the reviewed documents are not authorized unless reviewed by this office for compliance with Code.
 - E. Compliance with ADA-AG may be required for this project - see reviewer's indication on front side of this form. LRS 40:1731-(Effective 8/15/95) Provide handicapped accessibility in accordance with ADA-AG (Accessibility Guidelines - September 1994). This does not include a review for compliance with the Federal Americans with Disabilities (Civil Rights) Act of 1990. Compliance with state regulations and requirements does not guarantee compliance with federal law.
 - F. This processed exemption form and any associated attachments shall be presented at final inspection, prior to occupancy.
4. Any existing fire alarm, sprinkler, special suppression, kitchen hood/suppression system renovations associated with this architectural exemption scope of work shall be submitted via appropriate exemption form(s) to the State Fire Marshal Plan Review Office in Baton Rouge along with this completed Building Modifications form.
5. To arrange for inspection of the project, please contact the District Office at the phone number provided two (2) to three (3) weeks in advance.